



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### **Opera/Music Theatre Program: Project Funding**

The attached application form must be used to apply to this program. Please read the application guidelines carefully before completing the application form, and keep a copy of the guidelines and the completed form. These documents contain essential information on the conditions of grants.

#### **Deadline**

All applications must be postmarked no later than **1 December**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**Incomplete applications, applications postmarked after the deadline date and applications sent by fax or email will not be accepted.**

#### **Further Information**

Angela Birdsell  
Music Section  
Canada Council for the Arts  
350 Albert Street, P.O. Box 1047  
Ottawa ON K1P 5V8

Telephone: Toll-free at 1-800-263-5588 or 613-566-4414, ext. 5248

TTY (TDD) machine, for hearing-impaired callers: 613-565-5194

Email: [angela.birdsell@canadacouncil.ca](mailto:angela.birdsell@canadacouncil.ca)

Fax: 613-566-4409

October 2006

MUG11bE 10-06



# APPLICATION GUIDELINES – OPERA/MUSIC THEATRE PROGRAM: PROJECT FUNDING

## PURPOSE OF PROJECT FUNDING

Project funding provides a contribution to specific programs, particular events or special initiatives proposed by professional Canadian opera/music theatre companies, particularly in the areas of Canadian creation, development of young audiences and outreach/dissemination.

A project is defined as a specific event or activity taking place in a defined and concentrated period, with a clearly delineated budget. Canada Council's project funding contributions are directed towards specific artistic, production and promotional costs and may not be used to support the applicant's organizational structure or overall activities. Seasons of activities are not eligible.

## GOALS OF THE OPERA/MUSIC THEATRE PROGRAM

- To recognize and support artistic excellence and achievement in all forms of opera/music theatre.
- To advance the creation and development of new Canadian works, while continuing to advocate for the vitality of the international operatic form.
- To encourage innovative education and outreach programs that attract and serve new audiences for opera/music theatre, including young audiences.
- To support the training and development of Canadian opera/music theatre artists, and of administrators, from diverse cultural backgrounds.
- To encourage exemplary management practices within the opera/music theatre field.
- To foster mutual understanding, co-operation and collaboration among creators, performers, producers and audiences of traditional and non-traditional operatic theatre, other disciplines and still-evolving forms.

## ELIGIBILITY

Professional, non-profit, incorporated Canadian opera/music theatre companies, music organizations, theatre companies, artists' collectives and other production companies are eligible to apply for support.

Companies that receive multi-year support may also apply in mid-cycle for project funding, on a limited basis however, to enable them to benefit from special initiatives or programming opportunities that were not foreseen when their long-range operating plans were formulated, if such initiatives or opportunities cannot be covered by general operating revenues.

The Opera/Music Theatre Program does not support projects involving market-driven forms of music and/or music for which an established commercial support structure exists (such as musicals, rock operas, etc.).

Some projects may belong more to theatre than to music theatre. In case of doubt, applicants must consult the Theatre or Music Sections to determine which peer assessment committee may better assess their request.

All Canada Council programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.

## DEADLINE

Applications and support documentation must be postmarked no later than **1 December**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**Incomplete applications, applications postmarked after the competition closing date and applications sent by fax or email will not be accepted.**

## GRANT AMOUNT

Project funding is available annually and each request is subject to peer assessment. It is not guaranteed, ongoing yearly support. There are limited funds available for project support.

The grant amount is recommended by the peer assessment committee.

Retroactive funding is not available.

## HOW TO APPLY

Eligible applicants are required to complete and submit the attached application form. The request must bear the *original* signature even if the actual document submitted is a copy of the original.

Applicants must submit the following support material with their application.

### For all projects

- A short biography of the main performers, stage director and conductor.
- Media reviews and brochures related to the applicant's past performance (maximum of three documents).

### For projects involving new or unfamiliar works, add:

- A short biography of the composer and librettist.
- A score of the work (at production stage, at least one act of the work must be fully orchestrated).
- Audio or video support documentation that relates as closely as possible to the project.

For production projects, recording of the work (and full workshop tape if available); for workshopping projects, two different parts of the piece to be workshopped (if available) or two examples of the composer's previous accomplishments in the opera/music theatre or vocal field.

Given the large number of applicants and limited time available for each file, it is important to present clear, well-organized material. Organizations that use the same performers/singers on a regular basis and/or that may not be well known on the national scene, should also send audio/video samples of their previous work on stage.

The audio or video support documentation will be returned to the applicant. Written material, including brochures and press releases, will be kept in the applicant's file.

## Support Material

Appropriate support material to accompany the application form is listed on page 5 of the application form.

## CONFIRMATION OF RECEIPT

The Canada Council will send, by mail, an acknowledgement that the application has been received.

## ASSESSMENT OF APPLICATIONS

Applications will be assessed by a peer assessment committee which is a representative body of specialists in the field, with various kinds of expertise, and whose members are also chosen to ensure fair representation of gender, regional and cultural diversity, and both official languages.

### Assessment Criteria

The committee evaluates all applications, in a national comparative context, against the following criteria.

1. Artistic quality of the applicant's work.
2. Merit of the proposed project, including how the project contributes to:
  - the development of the organization/applicant
  - the development of the art form, and
  - audience development, including young audiences.
3. The financial viability of the proposed project (as determined by the submitted budget information).
4. The ability of the applicant to carry it out.

## NOTIFICATION OF RESULTS

Applicants to project funding will be notified of the results of the competition, in writing, within four months of the deadline.

## PAYMENT OF GRANT

In most cases, the grant will be paid in one instalment, upon receipt of any additional material or revised budget information that may be requested by the Canada Council.

## **FINAL REPORT**

Upon completion of the project, the grant recipient must submit a final report and final budget.

Applicants who have not sent all final reports for previous Canada Council grants will not be eligible to apply for a grant.

## **ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT**

Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant.

## **CONFIDENTIALITY OF INFORMATION**

The Privacy Act protects the personal information of individuals and provides them with a right of access to such information about themselves. Personal information will be maintained in Personal Information Bank CAC PPU 130. All other information may be accessible under the Access to Information Act.

On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies to assist with program planning and application evaluation.

## **FURTHER INFORMATION**

For further information about the *Opera/Music Theatre Program*, contact Angela Birdsell, Music Section Officer.

Telephone: 1-800-263-5588 (toll-free) or  
613-566-4414, ext. 5248

TTY (TDD) machine, for hearing-impaired callers:  
613-565-5194

Email: [angela.birdsell@canadacouncil.ca](mailto:angela.birdsell@canadacouncil.ca)

Fax: 613-566-4409

Website: [www.canadacouncil.ca](http://www.canadacouncil.ca)

Music Section  
Canada Council for the Arts  
350 Albert Street, P.O. Box 1047  
Ottawa ON K1P 5V8

October 2006

MUG11bE 10-06



### Opera/Music Theatre Program: Project Funding

If you are completing the application on a computer, please use the following format. Type or print in black ink. The Canada Council for the Arts will not accept applications submitted by fax or email.

MUSIC SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

#### PART A1 – IDENTIFICATION

<b>Name of applicant:</b>	<b>Name of grant recipient:</b>
<b>Address:</b>	<b>Address:</b> (if different from applicant's address)
(_____) _____ Telephone (residence)	(_____) _____ Telephone (residence)
(_____) _____ Telephone (business)	(_____) _____ Telephone (business)

#### PART A2 – GENERAL INFORMATION ON THE APPLICANT AND THE GRANT REQUESTED

<b>Amount requested from this program:</b> \$ _____	<b>Total cost of the project:</b> \$ _____ (as indicated in Part C - Financial Information)
--------------------------------------------------------	------------------------------------------------------------------------------------------------

**Have you applied to other Sections of the Canada Council for the Arts for support of this project?**  
 No  Yes If so, please name the program to which you have applied.

**Project description:** (10 to 15 words)

**Are you applying for:**

Canadian creation project: premiere \_\_\_\_\_ remount \_\_\_\_\_ workshops \_\_\_\_\_ other \_\_\_\_\_

Development of young audiences project

Outreach/dissemination project

Other (specify if the work proposed is new to your company's repertoire)

**When will the project take place?**

**Where will the project take place?** (indicate the hall's seating capacity, as well)

#### PART A3 – DECLARATION

**As an Artistic Director or General Manager/Administrative Director,**

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets the eligibility criteria.
- I accept the conditions of the program as outlined in the application guidelines and agree to abide by the Canada Council for the Arts' decision.
- I certify that the information contained in this application is accurate and complete to the best of my knowledge.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports are outstanding.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

Name of Artistic Director or General Manager/Administrative Director: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AN ORIGINAL SIGNATURE IS REQUIRED**

**PART A4 – PROFILE OF ORGANIZATION**

It is your responsibility to maintain an up-to-date profile of your organization with the Canada Council for the Arts once you have applied to this program.

Please describe your organization, in 1,000 words or less (approximately two pages), on separate sheets. Address each of the points below. To facilitate processing, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 12 points.

Describe your organization as well as the events or activities that have marked its development by providing the following:

**A) Factual Information**

- The artistic mission statement of your organization
- A brief history (include date established, milestones and accomplishments)
- Other relevant information concerning ongoing activities, such as touring, workshops, forums

**B) Contextual Information**

Elaborate on the particular place and role your organization occupies in your art form and the context in which you work, i.e. how do you see yourself within the ecology of your discipline in a regional, national and international context, if applicable?

**PART B1 – PROJECT DESCRIPTION**

The description of the project should be directly related to the criteria by which the peer assessment committee will evaluate your application. The assessment criteria are set out in bold below. The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.

While your responses must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, we encourage you to be as concise and focussed as possible. Please limit your responses to a maximum of 750 to 1,000 words, in total, for this section.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 12 points.

**Assessment Criteria**

1. Artistic quality of the applicant's work.
2. Merit of the proposed project, including how or if it contributes to:
  - a) the development of the organization/applicant;
  - b) the development of the art form;
  - c) audience development, including young audiences.
3. Financial viability of the proposed project (as determined by the submitted budget information).
4. Ability of the applicant to carry it out.

**PART B2 – LIST OF PERFORMERS AND CREATIVE ARTISTS**

Please list the names of the performers and creative artists involved in the project.

Title of the work/program/initiative:

List of performers		List of Creative Artists	
		1. Composer:	
		2. Librettist:	
		3. Stage director:	
		4. Conductor:	
		5. Others: (specify)	

**PART C – FINANCIAL INFORMATION**

<b>PROJECT BUDGET</b>		
<b>EXPENSES</b>	<b>Program of Event</b>	<b>Percentage</b>
<b>Artistic</b>		
Performing artists' fees	\$	
Creative artists' fees	\$	
Other artistic expenses	\$	
<b>Concert Production</b>		
Costumes and sets	\$	
Equipment rental	\$	
Technical personnel	\$	
Other (specify)	\$	
<b>Hall Expenses</b>		
Hall rental	\$	
Other hall-related expenses to produce an event	\$	
<b>Publicity/Promotion/Administration</b>		
Advertising, publicist, promotion	\$	
Event program	\$	
Administration	\$	
<b>Total Expenses</b>	<b>\$</b>	
<b>REVENUES (anticipated)</b>		
Ticket sales	\$	
Broadcasting and recording fees	\$	
Performers' fees (for co-production and presenter-produced concerts)	\$	
Corporate donations/sponsorships	\$	
Donations (individuals, foundations, trusts, etc.)		
Provincial grants		
Municipal grants	\$	
Other (specify)	\$	
<b>Total Revenues</b>	<b>\$</b>	
<b>Surplus (Deficit)</b>	<b>\$</b>	
<b>Amount requested from the Canada Council for the Arts</b>	<b>\$</b>	



**PART D1 – SUPPORT MATERIAL****Have you attached the following documentation to this application?**For all projects

- A short biography of the main performers, stage director and conductor.
- Media reviews and brochures related to the applicant's past performance (maximum of three documents).

For projects involving new or unfamiliar works, add:

- A short biography of the composer and librettist.
- A score of the work (at production stage, at least one act of the work must be fully orchestrated).
- Audio or video support documentation that relates as closely as possible to the project.

For production projects, recording of the work (and full workshop tape if available); for workshopping projects, two different parts of the piece to be workshopped (if available) or two examples of the composer's previous accomplishments in the opera/music theatre or vocal field.

Given the large number of applicants and limited time available for each file, it is important to present clear, well-organized material. Organizations that use the same performers/singers on a regular basis and/or that may not be well known on the national scene, should also send audio/video samples of their previous work on stage.

The audio or video support documentation will be returned to the applicants. Written material, including brochures and media reviews, will be kept in the applicant's file.

**PART D2 – DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL**

Clearly label your support material and complete the following.

Please send your pieces on one CD. The Music Section will also accept audio support in the form of a track on cued audio cassettes: one track per cassette, or one indexed DAT.

**It is the responsibility of the applicant to ensure the proper functioning (playability) of all audio or video support material submitted to the Canada Council.**

**Item 1**

Title: \_\_\_\_\_  
 Composer: \_\_\_\_\_ Performers: \_\_\_\_\_  
 Running time: \_\_\_\_\_  
 Completion or recording date: \_\_\_\_\_  
 Brief description of how the support material relates to the proposed project:  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Track number:** \_\_\_\_ **Time indicator:** from \_\_\_\_\_ to \_\_\_\_\_ **Video Standard:**  VHS  DVD cued  Yes  No

**Item 2**

Title: \_\_\_\_\_  
 Composer: \_\_\_\_\_ Performers: \_\_\_\_\_  
 Running time: \_\_\_\_\_  
 Completion or recording date: \_\_\_\_\_  
 Brief description of how the support material relates to the proposed project:  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Track number:** \_\_\_\_ **Time indicator:** from \_\_\_\_\_ to \_\_\_\_\_ **Video Standard:**  VHS  DVD cued  Yes  No

**CHECK LIST**

Before sending your application, please ensure that you have included the following:

**Parts A1, A2, A3**

- Completed application form with original signature

**Part A4**

- Profile of organization: factual information
- Profile of organization : contextual information

**Part B1**

- Project description

**Part B2**

- List of performers and creative artists

**Part C**

- Financial information: project budget

**Part D1 – Support Material**

For all projects

- A short biography of main performers, stage director and conductor
- Media reviews and brochures

For projects involving new or unfamiliar works, add

- A short biography of the composer and librettist, if applicable
- A score of the work, if applicable
- Audio or video support documentation as required

**Part D2**

- Description of the support material